

JOB ANNOUNCEMENT

Berrien County Trial Court – Criminal Division
St. Joseph, MI – **June 18, 2013 - open until filled**

Trial Court Clerk II - Full-time position available in Berrien County, Michigan - Salary range: \$25,124 - \$33,668

Required: A high school diploma or have passed a General Educational Development (GED) test; minimum of one year general clerical experience. Minimum typing speed of 40 words per minute. Must successfully pass a basic language and math skills test prior to any job offer. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will NOT be forwarded until you have taken and successfully passed a typing test at the NET speed.

Desired: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs.

Duties: Under the general supervision of an office supervisor, performs a variety of complex clerical, financial and public contact duties. Performs computer data entry, prepares and updates case files, prepares correspondence and reports, receives and records fines, costs, fees and performs other related work as required. Provides information to defendants, attorneys, law enforcement officers, court patrons and coworkers.

Notes / Miscellaneous: Possession of a valid motor vehicle license is required; successful candidate must pass a pre-employment physical, including drug testing and background investigation; employees will be fingerprinted; employees may be assigned to serve in any court location as needed; staff in this position serves as an at-will employee; regular, reliable and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO) as directed.

BERRIEN COUNTY, MICHIGAN - A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer